



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Benefits Administrator Memo #03-13

To: Benefits Administrators
From: Charles S. Reed, Associate Director
State and Local Health Benefits Programs
CC: All OHB
Date: September 15, 2003
Re: Expanded Health Benefits Eligibility

Effective October 1, 2003, employees who work 32 hours a week will be eligible for state health benefits coverage. Agencies will now be permitted to offer classified employees the opportunity to volunteer to permanently reduce their work schedule and maintain health benefits. Additional information regarding this change will be distributed from the Department of Human Resource Management's Office of Agency Human Resource Services to HR Directors in Executive Branch agencies. This communication will provide agencies guidance on how this change impacts HR policies, current employees, and PMIS transactions.

As a result of the policy change, health benefits eligibility rules will expand beginning October 1 to include salaried, classified employees who are regularly scheduled to work at least 32 hours per week and similarly situated salaried employees in legislative, judicial and independent agencies.

The enrollment period for health coverage and flexible reimbursement accounts will be held during the month of October for these newly-eligible employees. The attached sheet entitled "Employee Begins Full-Time Employment" describes specific eligibility rules. Please identify the newly-eligible employees at your agency, and provide them with a copy of this sheet and an Enrollment Form for Active Employees. You may accept enrollment forms immediately for employees eligible for coverage on October 1.

Salaried, classified employees whose PMIS percentage is 80 – 99.9% will have a Waived BES record automatically created. Use PSB301 and Reason Code 01 to enter these enrollment elections into BES.

Non-PMIS agencies with newly eligible employees must create a BES record. Use PSB000, Reason Code 01, Status AQ (or LQ for a local employee), and the appropriate enrollment elections. If an enrollment form is not submitted during the enrollment period, a Waived BES record must be created.

Thank you for your assistance. Please direct any health benefits questions to the Office of Health Benefits at hbp@dhrm.state.va.us.

Enclosure: Employee Begins Full-time Employment sheet